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The Blue Book

PHILLIPS ACADEMY, ANDOVER

The Blue Book 1981-82

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TABLE OF CONTENTS

THE ACADEMY'S GOALS, VALUES, AND EXPECTATIONS	4
Residential Procedures and Policies	7
Expectations and Rules	9
Disciplinary responses	10
COMMUNITY GOVERNANCE AND STRUCTURE	14
Clusters and Dormitories	14,15
Residential Committees	16
ACADEMIC INFORMATION	17
Academic Review	17
Reports and Grades	19
Academic Policies	21
Alternative Programs	22
Academic Assistance	25
ACTIVITIES AND ORGANIZATIONS	26
The Work Program	26
Performing Arts	27
Music	28
Publications and Communications	29
School Service Organizations	31
Clubs	32
Physical Education and Athletics	34
SCHOOL SERVICES AND FACILITIES	38
Medical Service	38
Religion	39
The Library	39
Other Services and Facilities	40
Hours of Operation (Commons, Library, Offices)	43
Arrivals and Departures	44
SCHOOL CALENDAR	45
ACADEMIC DEPARTMENT CHAIRMEN	47
ADMINISTRATION	48
TELEPHONE NUMBERS	
(DORMITORIES AND INFIRMARY EMERGENCY)	49
INDEX	50
SCHOOL AND CAMPUS	
BOUNDARY MAPS	Inside Back Cover

GOALS AND EXPECTATIONS OF THE COMMUNITY OF PHILLIPS ACADEMY

The goal of the Academy is to help its students to grow in knowledge and happiness, in the courage to develop their own best selves, and in responsibility for the welfare of others. In a residential community such as ours, the creation and protection of values depend less on rules than on thoughtfulness, sharing, sensitivity to others' needs, and participation in constructive activities.

Trust and responsibility are terms with many interpretations; they have become hackneyed from overuse and misunderstanding. But the ideas they embody — willingness to explore and respect differing points of view, charity and humility in expressing judgment, readiness to cherish friendship, to depend and to be depended upon — are nonetheless fundamental. Such values can scarcely be legislated or perfectly defined. Yet the welfare and happiness of everyone on this campus depend on consideration and awareness, restraint and candor, discretion and shared joy. Collaboration toward these imprecise but worthwhile ends is essential to the health of the community.

The development of individual responsibility is at the root of Phillips Academy's goals. To acknowledge this, the Faculty voted in 1979 the following resolution:

Phillips Academy expects its students to develop responsibility for their own education and for the general welfare of the community. The Faculty invites demonstrably responsible students to assume leadership and initiative in academic, residential, and athletic life at the school.

The basic expectation of the community is that members will behave with compassion toward others and toward themselves and with respect for the physical environment.

HONESTY: Honesty about oneself and honesty in one's relations with others are the basic values on which this community rests.

The school encourages honest behavior in all areas of school life, formal and informal, curricular and extracurricular.

It encourages honest and tactful communication among students and their friends, between students and faculty, and between boys and girls. The Academy hopes to foster in students an understanding of, and a respect for, the role of sex in human relationships, a complex role involving love, responsibility, consideration for the feelings of others, and a judicious sense of time and place. It also hopes to foster open communication about, and regard for, moral issues, health issues and other questions that face any large community.

RESPECT FOR SELF: Self respect grows from honesty. It depends on the willingness to accept intellectual challenge, to care sensibly for the health of one's own body, and to be honest about one's feelings. Without self respect, individual growth is impeded.

RESPECT FOR OTHERS: It is in dormitories that much social and personal growing and learning take place, not only among the dormitory residents but also between them and their friends from other parts of the campus. The close dormitory environment tests tolerance of others' differences. Restraint and sensitivity, as well as openness and candor, are important to the creation of an atmosphere in which all students can grow.

Alcohol and Drugs: The school attempts to deter through counseling and punishment the illegal using of either alcohol or drugs. The community has found that persistent use of

alcohol or drugs commonly results in physical and psychological problems, some of which are long-lasting and have a debilitating effect on motivation and achievement. These effects include loss of short-term memory and personality change, and sometimes expose the user and/or those nearby to the risk of physical harm. While the school makes an effort to educate students about drug and alcohol abuse, the school cannot condone even sporadic or experimental use of these substances. The school has an obligation to abide by society's laws and to inculcate in its students a respect for law. Students who sell, obtain, purvey, deal, donate or make available alcoholic beverages or illegal drugs for others render themselves liable for dismissal regardless of previous disciplinary record.

Smoking: The community recognizes that smoking is dangerous to health. However, it is realistic to acknowledge that some people disregard this danger. Only students who have parental permission and who have completed a "smoking hazard education course" may smoke and then only in their own rooms. They must have a large ashtray and hand fire extinguisher. Because smoke is dangerous to non-smokers, the school limits smoking to a student's own room.

Room Visiting: Room visiting between male and female students is arranged with regard for mutual respect among individuals in the community. Visiting hours are determined by each Cluster but may not interfere with formal study hours. In any case, the House Counselor or some authorized adult is present in the dormitory and gives permission, although students should not pressure House Counselors to alter plans to allow room visiting to take place. Room visiting permission may be limited or removed if the House Counselor thinks it necessary.

Quiet: Formal study hours, that is, time protected from extracurricular activities for study, normally begin at 8 p.m. However, a dormitory should at all times be quiet enough that students may study in their own rooms. Any student or House Counselor should feel free to ask others to allow that right. Such a request should be honored.

Privacy: All members of the community should respect the privacy and property of others and share in the creation of an environment which protects the physical and emotional well-being of each member of the dormitory.

The House Counselor and Cluster Dean will respect the privacy of a student's room. However, because the House Counselor is responsible for the dormitory and its residents, the House Counselor must have immediate access to any room upon knocking. On the rare occasion when a systematic search for contraband is necessary, the House Counselor will conduct it formally, in the presence of the student and the Cluster Dean.

Safety and security, inevitable concerns in a community as large as ours, can only be ensured if everyone cooperates in abiding by certain procedures and restraints which aim to protect us all.

PERSONAL SAFETY:

Sign-ins: At 8 p.m. underclass students should be in their dormitories or doing academic work in the Library, the Language Laboratory, the Art Studio, or Graves Hall. For reasons of safety, students are expected to sign out of their dormitories after 8 p.m. and to sign in upon their return, no later than 10 p.m. On Friday evenings of five-day weeks, the sign in time for all students is 10 p.m.; on Saturday evenings, the sign in time for all students is 11:30 p.m. After sign in until 5 a.m., the Academy expects students to remain in their dormitories unless permission to leave has been given by the House Counselor or the Cluster Dean.

Day Students: All Day Students are required to leave the campus each night by dormitory sign-in time unless they have permission from their Cluster Deans to stay later.

Off Campus Permissions: At the discretion of the Faculty, certain weekends of the school year may be closed; that is, overnight excuses may not be taken on those weekends.

Students of all classes may apply for an overnight excuse for any other weekend. Overnight excuses begin after the last appointment of the week and end by 8 p.m. on Sunday. All excuses are subject to the approval of the House Counselor and the Cluster Dean, who publish details of the excusing procedure.

Any student may also apply for a day excuse, normally taken after the last official appointment on Wednesday, Saturday, or Sunday, though Seniors may also take day excuses until 10 p.m. on Friday evenings of five-day weeks. Saturday day excuses end at 8 p.m. for Juniors and Lower; Uppers and Seniors may remain off campus until 11:30 p.m. Day excuses are also subject to the approval of the House Counselor or the Cluster Dean.

The school expects students to conduct themselves responsibly on day or weekend excuses. As a minimum this expectation encompasses observance of state and federal laws, but also includes respect for rights of others. Students are expected to return to the campus free from the influence of alcohol or illegal drugs, and not preceded nor followed by reports of misbehavior; in cases to the contrary, the school will respond with punishment, counseling, or both. .

Motor Vehicles and Bicycles: The Academy expects that boarding students not keep motor vehicles in or near Andover. They may ride in a motor vehicle if the driver is a member of their family, a faculty member, or another person authorized by the student's House Counselor or Cluster Dean. Students' travel plans for out-of-town permissions or vacations must be approved by the House Counselor and parents. For reasons of safety, the school disapproves of hitch-hiking.

Except when explicitly authorized, licensed day students may drive only themselves and other day students to and from the campus. All day students are required to park their cars in the lot behind the gym, or along the campus roadway behind the gym and the Cage and to leave them there while on campus.

The use of bicycles is permitted but students are asked to

register them with the Andover Police Department, to lock them when not in use, and to obey all rules of the road, including proper lighting and reflectors at night. Students are urged to be sure their family's insurance covers their bicycles.

DORMITORY SAFETY AND SECURITY:

Fire safety equipment, fire extinguishers, and smoke alarms are designed for use in an emergency. Students observed, reported, or admitting to tampering with this equipment may be subject to counseling, fines (\$5.00 to \$50.00), and/or punishment for endangering lives in case of fire. Students must refrain from having firearms, fireworks, explosives, or any kind of open flame in their rooms (except for matches or cigarette lighters). House Counselors will supervise the use of appliances in designated areas in each dormitory.

Because, in an emergency, a House Counselor must know exactly who is in the dormitory, guests may spend the night in a dormitory only with the House Counselor's permission, given well in advance. Guests are the responsibility of their hosts and must abide by all dormitory procedures and school rules.

For health reasons related to dormitory living, pets must be left at home.

EXPECTATIONS AND RULES:

The expectations as stated in these pages are ideals toward which to grow. Their statement is intended to encourage positive participation in the dormitories and clusters individually and in the school as a whole, to encourage the learning process, and to encourage the realization that the welfare of the individual is often best realized by respecting the welfare of others.

The school recognizes that to support these expectations, there must be a clear statement of rules, a minimum standard of behavior. The school considers the following to be major offenses within the community:

- Dishonesty
- Cheating or plagiarism

- Stealing
- The use, possession, or being under the influence of alcoholic beverages or illegal drugs
- Possession of paraphernalia associated with drug use
- Actions dangerous to the health, safety, or well-being of other persons (e.g. willful violation of fire regulations, willful infliction of personal injury, destruction of property, malicious harassment)
- Absence from school bounds without permission
- Serious or repeated violation of rules regarding sign-ins and absence from one's dormitory after sign-in deadlines
- Unauthorized parietals
- Failure to live up to expectations or to the terms of probation. Repeated probations are unacceptable as are an accumulation of persistent irresponsible actions

Student leadership of all kinds and at all levels is crucial to a healthy community. However, the Faculty, individually and collectively, have the ultimate authority for maintaining minimum standards and the responsibility for helping students, individually and collectively, to grow and learn.

Responses of the Community to Failure to Live Up to Rules and Expectations:

The Academy expects that all members of the Community take seriously and positively their responsibility for cooperating with and upholding the ideals of the school. When an individual acts irresponsibly the community intends to respond in such a way as to protect the welfare of the community as a whole and, to the extent possible and consistent with the first goal, encourage personal growth and the acceptance of individual responsibility.

Such responses may be initiated by peers, by a House Counselor, by a Cluster Dean, or by a Cluster Discipline Committee.

The initial response to a rule violation is normally exercised by a faculty member who confronts the suspected violator and seeks voluntary confirmation; it is rare that a student denies having broken a rule when so confronted, but if the student denies breaking a rule and if evidence is compelling, the faculty member may summon a colleague for corroboration. If there is no doubt, the case is then referred to the student's House Counselor or Cluster Dean, one or both of whom talk further with the student, then, when appropriate, see that parents are notified, and convene a Cluster Discipline Committee.

Prior to the discipline meeting, or in some clusters where procedures include formal testimony in the actual discipline meeting, the student may have a student or faculty member speak in his behalf to members of the discipline committee.

During the hearing, the student is urged to give a full account of the incident, or argue his or her innocence. In rare cases where the details of the offense are not clear, the Cluster Dean and the student may ask the enforcing faculty member to be present.

In considering the appropriate response to a case of irresponsibility, the determining person or group will take into account the student's age and experience, special circumstances, the welfare of the individual and, above all, the welfare of the community as a whole.

In extraordinary circumstances, as in a situation in which the welfare or safety of others appears to be jeopardized, any immediate response is followed by a hearing. Each Cluster has a formal, posted disciplinary procedure.

Counseling: In many cases of minor irresponsibility, informal counseling may be the most appropriate response. Such counseling may be carried out informally by peers or proctors, by a House Counselor or Cluster Dean. In addition, the professional counseling services at Graham House may be used.

Major offenses will be subject to formal review in the Cluster.

Discipline:

Restriction: For some cases, Restriction may be appropriate. A House Counselor or Cluster Discipline Committee may place a student on Restriction for a specific period, usually two weeks, and for specific times during the week, weeknights, weekends, or both. During the specified time, the students must remain on campus and must be in their own rooms after 8 p.m. on weeknights or in their own dormitories on Saturday night.

Censure: A Cluster Dean may invoke formal censure to indicate the gravity of a student's misbehavior or error of judgment, and a Cluster Discipline Committee may add Restriction or an alternative.

Work Periods: In some cases, a student who demonstrates unwillingness to cooperate with community rules or expectations may be assigned a project of work as restitution.

Probation: A student who demonstrates serious irresponsibility may be placed on Probation until the end of the current term (or, if there are fewer than seven weeks remaining, to the end of the following term). During this time, a student is expected to justify his or her place in the community by attitude and cooperation in all areas.

Probation may be accompanied by an initial period of Restriction or by a work project. In particularly serious cases, a student may be sent home (or to an authorized agent) for a period of three to five days, to be returned to school by parents, if possible. The intent is to encourage communication among the student, parents, and the school.

For every student on Probation, a special Probation counselor will be appointed who will monitor the student's progress and with whom the student will be expected to discuss his or her progress regularly. At the end of Probation, the student's record will be expected to provide specific evidence of general improvement: satisfactory grades, few missed appointments, and positive

reports from teachers, coaches, Work Duty Supervisors, and the House Counselor. The Cluster Discipline Committee will then decide either to remove the student from Probation, to extend the student's Probation, or to recommend suspension or Dismissal to the Headmaster.

Seniors placed on Probation after May 1st will ordinarily be excluded from Commencement Exercises and receive delayed diplomas.

Suspension: In rare instances and upon recommendation of a Cluster Discipline Committee, the Headmaster may suspend a student when it is judged that causes of difficulty can best be remedied during a limited absence from school, i.e. the remainder of a term or more. During that time, the student may be asked to complete a project or to meet certain stipulations. Academic credit at Phillips Academy does not accrue for terms thus interrupted. A Senior who has been suspended may not receive the diploma until he or she has been reinstated and has completed the diploma requirements.

Year-end Review: The Community expects students to develop in integrity, unselfishness, and concern for the welfare of the community as well as in commitment to the academic program. If, at the end of two terms, the Faculty is seriously dissatisfied with a student's progress with respect to personal development, contributions to the community, or influence on the community, the student may be placed on Year-end Review.

This action may be taken at the end of the winter term by vote of the Cluster Faculty after a careful examination of the student's overall record. At the time, both the student and parents are notified of the reasons for dissatisfaction and the specific expectations which the Faculty hold for the student's improvement. In June, the entire Faculty will review the student's progress during the spring term to determine whether the student by his or her effort, attitude, conduct, and academic performance has justified his or her place in the school community. If the Faculty is not satisfied with evidence

of the expected improvement, the student will not be permitted to return to school in September.

During the term of Year-end Review, a student will choose a special counselor who will encourage the student and monitor his progress.

Dismissal: A Cluster Discipline Committee may recommend to the Headmaster the dismissal from the community of a student who demonstrates major failure to live up to the expectations and rules of the school. A student who sells or provides illegal drugs or alcohol may be dismissed regardless of prior record.

Cluster Action: In all cases, the Cluster Discipline Committee will try to find responses which relate directly to the kind of irresponsibility brought to their attention, and in all instances of major offenses, parents will be notified before and after disciplinary action.

Community Governance

Phillips Academy seeks to support each individual's worthy actions and attitudes, to help a student who makes a mistake in social behavior understand why it is harmful, and to encourage all students to participate in the governance of the school.

The Clusters: Each student of the Academy, day or boarding, is assigned to one of the six residential clusters. A cluster is composed of about 150 boarding students in a group of dormitories, the faculty of these dormitories, certain faculty residing in houses nearby, and between 40 and 50 day students. The cluster is intended to be the student's home ground. Within the clusters, students and faculty families share in the activities, associations, and mutual support of smaller communities, as well as the facilities and programs of the entire Academy. Mutual support takes various forms and, in each dormitory, older students' concern for younger ones is of particular value. In most dormitories, upperclass students assist the House Counselors as proctors and advisors.

While the Faculty as a whole makes final decisions on school-wide procedures, students and adults together within each cluster create and implement the policies which guide cluster life.

Through student-faculty groups, such as the Cluster Councils, clusters support school-wide expectations and rules, determine house keeping procedures appropriate to cluster facilities, and ensure compliance with safety and fire regulations. The Cluster Discipline Committee takes or recommends corrective response whether a student of the cluster has demonstrated inability to meet school or cluster expectations. All dormitory restraints are designed to ensure an atmosphere conducive to study and to protect the privacy of students and House Counselors. Each cluster issues its own supplement to the Blue Book, explaining the guidelines for excusing procedures and other daily living arrangements which may vary slightly from one cluster to another.

Cluster Deans: The Dean of the Cluster has the overall responsibility for the welfare of the cluster. The Cluster Dean is a source of advice and counsel for boarding and day students, House Counselors, and parents.

House Counselors: The various Faculty House Counselors are supervisors for the students in their dormitories, as are certain other members of the Faculty who serve in this capacity for day students. Students who have problems or questions are urged to take them to their House Counselors. The Counselor has responsibility for every aspect of a student's life in the school, including approval of his or her academic program, and should be the first source of help in time of uncertainty or trouble. The Counselor is directly responsible to, and is assisted by, the Cluster Dean.

Cluster Committees: Many standing and ad hoc committees have student representation, giving students a voice in the affairs that affect their lives. In the clusters, students meet with faculty on Cluster Councils and Cluster Discipline Committees to help set cluster policy and review cluster discipline cases.

Cluster Presidents: Each cluster elects a Cluster President

who, in addition to administrative duties within the cluster, meets weekly with the other Cluster Presidents and the Cluster Deans, and regularly with the Headmaster, to discuss matters of concern to the whole school community.

Community-wide Governance:

Committee on Residential Life: Each cluster elects a representative to the student-faculty Committee on Residential Life which limits its purpose to non-academic matters including the study and review of the system of residence of the community, the nature of dormitory life, and the effectiveness of cluster organization as presently constituted.

School President: The entire study body elects a School President who meets ex-officio with the Committee on Residential Life, with the Cluster Presidents and Deans, and with other student governance committees. The School President may call meetings of the entire school community to discuss matters of interest and represents student opinion to the Faculty, to the Headmaster, to the Trustees, and to other school related groups.

Academic Procedures

Honesty is the basic value on which this community rests. Academic honesty is demanded by the very nature of a school community.

The Academy communicates its academic standards to students through regular evaluation of their work, encouraging their best efforts in all fields.

Academic Review

At the middle and at the end of each trimester the faculty of each Cluster reviews the records of students who are in academic difficulty (including absences from class). Through consultation with the student, the House Counselor or Day Student Counselor, and instructors, the Cluster Faculty tries to identify the sources of any problems a student may appear to have and initiates action for improvement. Such action may include tutoring, special counseling, and limiting the student's activities both on and off campus in order to protect study time.

In serious cases the Faculty or the Cluster Faculty takes formal action. In either case, a careful distinction is made between students whose troubles stem from unsatisfactory effort and those whose difficulties have other causes.

When a failing student's effort is satisfactory, the Faculty or Cluster Faculty may place the student on Academic Restriction, ordinarily for a period of two weeks, during which time the student must be in his or her own room by a specified hour each evening preceding a class day, but no later than 8:00 p.m.;

the Faculty or Cluster Faculty may impose "No Excuse" for a period of at least five weeks, during which permissions which would interfere with class or study hours, such as personal out-of-town trips, will be denied.

the Faculty at the end of a trimester may place the student on General Warning, ordinarily with No Excuse, as an indication that his or her situation is precarious, and that, unless there is significant improvement, the student may be advised or required to withdraw at the end of the next trimester;

the Faculty may advise the student to withdraw, if it believes that the prospect for the student's success at Phillips Academy is doubtful;

the Faculty may require the student to withdraw, if it is convinced that he or she is unable to meet the Academy's academic standards.

When a student's effort is unsatisfactory,

the Faculty or Cluster Faculty may place the student on Disciplinary Restriction (see pg. 12), ordinarily for two weeks:

the Faculty or Cluster Faculty may place her or him on No Excuse, ordinarily with Disciplinary Restriction (see pg. 17) during the first two weeks, as an indication that effort should be increased.

the Faculty, at the end of a trimester, may place the student on General Warning, ordinarily with No Excuse and usually with Restriction, as an indication that the Faculty is seriously dissatisfied with his or her effort, and that the student may be dismissed at the end of the next trimester unless there is marked improvement.

When the Faculty at its June meeting sees an unsatisfactory record by a student on No Excuse, the Faculty may require the student to withdraw.

Red Flags and "On Report"

An informal reporting system assists House Counselors and Day Student Counselors in keeping track of the attendance and academic performance of each of their counselees and makes it easier for the classroom teachers to communicate with their students' Counselors.

When an instructor or coach is worried about any aspect of a student's performance, the instructor may report this to the student's Counselor on a "Red Flag" form, constituting a request that the student be put "On Report." The Counselor then sends to each of the student's instructors an "On Report" form which requests a periodic statement about the student's progress. "On Report" may also be initiated by the House Counselor.

"On Report" has no disciplinary connotations unless poor attendance or effort is involved; it is a device to allow those

faculty members closely involved with a student to pool their information, concerns, and views about the student for his or her benefit. After reviewing the assembled reports, a Counselor may recommend to the Cluster Dean that appropriate counseling, disciplinary action or other steps be taken.

Reports and Grades

Reports of grades, attendance, and of Faculty action affecting a student are mailed to the parents or guardians at the end of each trimester, at the Fall Mid-Term, and, in some cases, at the Winter and Spring Mid-Terms. At the end of each grading period the Counselor and student discuss the student's progress and review the Instructors' Reports. Parents of underclass students may expect to receive a comprehensive report from the Counselor and copies of the Instructors' Reports in December and June. Parents of Seniors will receive December reports.

A mark for incomplete work (whether passing or not) is bracketed. An asterisk with the brackets indicates that the work is incomplete because of illness.

Trimester and Final Grades are:

- 6 Outstanding
- 5 Superior
- 4 Good
- 3 Satisfactory
- 2 Minimum pass (and minimum college certifying grade)
- 1 Failure
- 0 Low Failure

Effort and Attendance

The letter U (Unsatisfactory) may be used with any grade to indicate that in the teacher's opinion the student is not working hard enough to achieve results commensurate with ability. The letter S (Satisfactory) is used only to indicate a change within a term from Satisfactory to Unsatisfactory, or the opposite: S-U, or U-S.

Students are expected to meet, and be on time for, all

academic obligations, athletic and activity commitments, all work program assignments, and to attend all school and Cluster meetings, unless excused by teachers, supervisors, or coaches in advance. No student may be excused from a class in order to lengthen a weekend or vacation without permission of the Cluster Dean. All faculty members take attendance at each class meeting, and all absences are recorded. Each student is required to write a brief note to the teacher explaining each class absence, whether or not the absence was due to illness. At the middle and end of each trimester, the number of unexcused absences is reported to the Registrar on the grade sheet, the teacher making the judgment as to whether an absence is excused or unexcused. The total number of unexcused class and athletic absences is reported to parents on the report card; a record of both excused and unexcused absences also appears on each Instructor's Report.

Students who accumulate unexcused absences may expect disciplinary action.

Absences for Medical Reasons

If, for medical reasons, a student is required to be absent from campus or classes, or is limited in participation in the athletic programs, he or she must arrange personally to be excused through Isham Infirmary. This procedure allows proper recording of necessary absences and excuses; it permits the Medical Director to be aware of health problems, to cooperate with families and other physicians, and to make appropriate arrangements on campus.

A student who is not seriously ill may make arrangements for an excused absence from afternoon athletics on a given day by consulting, in advance, directly with his or her own coach.

The Honor Roll

A student is placed on the Honor Roll upon receipt of the minimum grade totals for the number of courses indicated by the following table (no grade may be below 3 or incomplete):

Number of courses:	3	4	5	6
Minimum of grade totals:	15	19	24	28

A student placed on the Honor Roll at the end of a trimester may have two non-consecutive free days in the

following trimester; to take one of these honor roll days a student must sign up in advance at the Dean of Residence Office. On such a free day a student is not excused from any announced full-period test or laboratory. It is, therefore, essential to speak with each teacher in person before taking an honor roll day. A student may leave the school limits on a free day from 6 A.M. to 8 P.M. for purposes approved by the Cluster Dean, or may remain on campus with no appointments required until 8 p.m. Free days may be used, by arrangement with the Cluster Dean, to extend weekend excuses by one day, to end at 8 P.M. on Monday.

Academic Information

Classification

Students are classified as Juniors, Lower Middlers, Upper Middlers, or Seniors according to their academic credits and not according to the number of years they have been in school or the class to which they belonged the preceding year.

Transfer of Courses

The request to transfer must be made before the sixth calendar class day of the term. The student must obtain written permission from the chairman of the department, take this permission to the Academic Advisor (a faculty member assigned to each student to assist in course selection and program design) get a transfer slip, and present the transfer slip to the Scheduling Officer in the Dean's Office. No transfer is official until this slip is filed with the Scheduling Officer.

Dropping a course

A student may not "go light" (take less than the normal load) without the permission of the Academic Advisors.

Term-contained courses: These may be dropped in any term during the first 4 calendar weeks of the term but not after this period of time. A student must get a drop slip from the Academic Advisor and file it with the Scheduling Officer.

T² and Year-long Courses: See the Dean of Studies for a form which must be taken to the Instructor, Chairman of the department, House Counselor, Academic Advisor, and then returned to the Dean. Permission is granted only when all concerned feel that the student's best interests will be served by dropping the course. T₂ and year courses are meant to be firm commitments and should not be taken lightly. When a year-long course is dropped in the second or third term, credit for the previous terms is awarded only at the discretion of the department and may be withheld entirely.

Alternative Academic Programs

Senior Projects

To provide opportunity for pursuing intellectual and creative interests beyond the scope of regular courses, the individual academic departments are empowered to permit Seniors to substitute independent projects for regularly scheduled courses, providing the project will replace only one academic unit per term for a maximum of three terms, providing the student has achieved honor grades in course work done with the department approving the project, and providing the student has no grade below 3 in the term preceding and has no need to make up extra credit for the diploma. A Senior may not substitute a credit-bearing *academic* project for his activity or athletic commitment. Arrangements may be made for a student to pursue a term-long project which will require that student to be off campus. A student should apply for either on-campus or off-campus projects during the preceding term by obtaining a form in the Office of the Dean of Studies. This form must be filed in that office by the deadline published in the Daily Bulletin.

School Year Abroad

Sponsored by Phillips Academy, the Phillips Exeter Academy, and St. Paul's School, School Year Abroad is an off campus program available to Upper Middlers and Seniors. The main goal of the program is to provide an international

dimension to the student's education without compromising the academic integrity of the student's college preparation. Near total immersion in the host culture is achieved through living with a native family and participating both in their daily life and the activities of local organizations and clubs, both athletic and social. Students pursue their studies both in English (math and English) and in either French or Spanish (literature, art, history, language). During the year all College Board examinations are offered at each center, and students receive full academic credit on successful completion of the program. Group travel is also included, both as a change of pace as well as an extension of the classroom.

Details are described in a separate catalog which may be obtained in the School Year Abroad office in the basement of Samuel Phillips Hall.

The Andover Summer Session

The Andover Summer Session is a six-week academic enrichment program for boys and girls of high school age. Students who wish to take a Summer Session course for Phillips Academy credit may apply to the Summer Session, if they have made advance arrangements with the appropriate department chairman.

The Andover Short Term Institutes

The Andover Short Term Institutes are an opportunity for students and teachers from secondary day schools to study one subject intensively during several weeks at Andover. Diploma candidates at Phillips Academy may apply to the STIs, provided they make advance credit arrangements through the Dean of Studies.

The National Network of Complementary Schools

The National Network of Complementary Schools is a group of some twenty diverse schools which have joined together to share their special programs and off-campus internships. Each term, the Network offers these special programs in a wide variety of fields and geographical locations to the students enrolled in member schools. Andover students in good standing may apply for Network programs and Phillips Academy

credit, through the Dean of Studies and the Complementary Schools office.

The Washington Intern Program

The Washington Intern Program, in which Andover joins with Exeter, allows a group of Seniors and Upper Middlers to spend the Spring Term living together in Washington and working in the offices of U.S. Senators and Congressmen. Information on this program may be obtained from the Department of History.

Winter Term in Mexico or France

Students enrolled in a Spanish course (22 or higher) may elect to spend the Winter Term in Mexico, (Spanish 35-2) receiving one Trimester Credit in Spanish. Third level or higher French students may elect an exchange program with a lycée in Antibes, France. As is the case with all off-campus projects, approval for participation in either program is dependent on the student's not being enrolled in any year-long courses (except in Spanish or French) and on the student's not needing to take on-campus courses in order to meet diploma requirements. Final approval for participation in this program will be made by the Dean of Studies.

Academic Honors

Prizes

Prizes are awarded each year, mainly during and at the end of the Spring Term, for proficiency in individual academic subjects, and various awards are made in the field of athletics. In addition, there are special honor awards accorded for character, leadership, and contribution to the school community.

The Cum Laude Society

Corresponding to the Phi Beta Kappa Society in colleges is the preparatory school organization known as the Cum Laude Society. Its aim is to recognize and encourage high scholarship throughout the secondary schools of the country. The Society was founded at the Tome School in 1906, and has gradually been enlarged until now there are 153 active

chapters, including that at Phillips Academy founded in 1907. By ruling of the National Society no more than 20% of any graduating class may be elected to the Cum Laude Society. Accordingly, the Andover Chapter elects up to 10% in February and 10% at Commencement.

Academic Counselling

Academic Aid

Students who need help in writing, reading, or organizational skills should see Ms. Van Dusen on the second floor of Graham House. Small group and individual tutoring available.

Graham House: The Second Story

Academic Assistance of all types is available to students at the Second Story Study Center in Graham House. Services are offered in a variety of ways by the professional staff. Students may take study skills courses for credit or individual tutorials for credit when recommended by the Academic Advisor. Students may also be referred by individual teachers for help in specific courses or they may seek help on their own.

During the late afternoons and early evenings a drop-in center will be in operation staffed by Seniors who have completed a special training program and supervised by the professional staff.

The Second Story Study Center is separate from but works in cooperation with the student-run Bureau of Tutoring.

Bureau of Tutoring

The Bureau of Tutoring is a student run organization which offers free academic assistance to all P.A. students. Tutoring is available to all; its object is to further comprehension at all levels. The program is designed to supplement the classroom situation: peer help adds a new dimension to the learning experience. There are two facets to the Bureau: Sunday night tutorials, which operate on an informal walk-in basis, and the Cluster Tutoring Program, which offers more permanent, prearranged, private sessions.

Activities and Organizations

The Work Program

All students and many faculty and staff participate in the Academy's Work Program, a group of activities essential to the maintenance and the educational purposes of the school. Taken together, the Work Program activities saves a significant amount of money on physical plant operation, an important function in a school which devotes its major financial resources to scholarships and other academic needs. They are designed to amplify students' and faculty's senses of responsibility toward their physical environment, and to increase their competence in maintaining it.

To spread tasks equitably, at least three different work duties are undertaken by each student during various periods of his or her P.A. career.

Members of the Senior class are expected to serve in a supervisory capacity in these various work programs, unless they are involved in other activities or responsibilities within the cluster or school community.

Attendance at Work Program assignments, including Commons Duty, is a required appointment.

Two are organized by clusters:

Commons Duty: The Clusters rotate Commons duty for one week at a time; thus each Cluster is usually responsible for Commons duty twice a term. Cluster faculty are assigned to supervising each dining hall when a Cluster has Commons duty.

Cluster Dorm Cleaning Program: All Uppers and Juniors (excluding those assigned to specialized chores) work 2 periods each week in cleaning stairways, halls, common rooms and bathrooms under the supervision of a custodian assigned to the Cluster. Crews consist of 4-10 students. They report to the custodian in whatever dorm he is cleaning that day. He instructs the students in what is expected of them on each job he gives them, and then inspects their performance.

All work is done within two periods each morning when the custodian is present. The rest of the day the custodian is free to do work not assigned to students.

Campus-wide Work Programs:

The Lower's Work Program: Lower's are required to help out with some of the necessary jobs in school offices, library, gymnasium, etc. for no more than two periods a week throughout the year. A few Lower's are appointed to certain jobs which require a special skill or interest such as the orchestra, physics lab or language lab. All other Lower's sign up for the job of their choice on Arena Day after they have completed their academic schedules. Each Lower reports to an adult supervisor, who keeps attendance records and writes comments for counselors on the student's performance at the end of Fall and Spring terms.

Performing Arts

Theatre

Students interested in acting, set design, front-of-house business, scene construction, lighting, or any other involvement may mount productions in the several playing areas in the school. The schedule for major productions may include a Shakespeare, a modern comedy, and a Broadway musical, the latter the combined efforts of several departments.

For some years now Andover has exchanged dramatic productions with several schools in England; the Touring Company this year went to Manchester Grammar School and Dulwich College.

The Drama Lab produces plays usually, though not always, of a short and more informal nature. These are sometimes experimental and innovative, and occasionally student-written. It operates under the guidance of student directors and a faculty advisor.

Plays in foreign languages are also given, under the auspices of the department involved. Productions are also

mounted as the main thrust of Theatre 27, one of the courses offered by the Department of Theatre and Dance.

Students may elect drama as an alternative to athletics in the winter, or may elect stage crew for one of the three trimesters.

Dance

Dance, both ballet and modern, is offered during the athletic period. It is coeducational. There is also a formal academic course in modern dance. Participation, whether as an athletic involvement, as a course, or extracurricular, may lead to public performance, such as recitals, or as part of a major production such as the spring musical.

The Musical Organizations

The three major musical organizations at Andover are the Chorus, the Concert Band, and the Orchestra. In addition to these there are numerous other groups, such as a large Jazz Band, a chamber music program, and varied combinations of woodwind, string and bass ensembles. The Fidelio Society is a smaller and very exclusive group made up of the finest voices from the Chorus. It also appears in concerts, chapel services, and various informal gatherings around campus.

The department sponsors a Marching Band, which works as a pep band to play for football games. Its members also attend the away Exeter game, and one other game, either at Northfield-Mt. Hermon or Deerfield. During the fall the band is also continually working on concert music as well. There is a late fall term concert, a concert during the winter, and a spring concert sometimes held outdoors.

The Phillips Academy Orchestra is a group of concert proportions. After the strength of the string section is determined, the best bass and woodwinds from the Band are invited to assist, as the repertoire dictates. The Orchestra has an active year, with concerts at Andover in combination with the Band and Chorus and before outside organizations. In the spring, the Orchestra combines with top players of the Band to form the pit orchestra for the annual spring Broadway musical production.

The Phillips Academy Jazz Band is open to all students; those players who qualify make up the 18 to 20 piece organization. Several pianists, drummers and vocalists share in the large repertoire of music performed. The Jazz Band performs at various surrounding schools and plays numerous concerts or concert/dances for the academy students, faculty and townspeople.

The department also sponsors a Chamber Music Society. The Society is made up of students, faculty and townspeople, who gather one evening a week to prepare for various programs in the community. Also, the Society sponsors informal Chamber Music Parties to give performing experience to as many of the members as possible.

Phillips is fortunate enough to have a 37 bell carillon. The academy carillonneur has organized a group to best make use of this instrument and explore its musical possibilities. Each year a student is awarded the Fuller Prize, which gives the recipient the responsibility of playing the carillon in the Memorial Tower.

Publications and Communications

There are a number of publication groups in the school. Competitions for board positions are open in some cases to all members of the school except juniors, in others to members of designated classes. The experience gained in these competitions, whether the candidate is successful or not, is worth the effort, and the prestige of executive positions on the boards is well worth trying for.

The Phillipian

The Phillipian, established in 1857, is the official newspaper of the Academy and is published every Friday of the school year.

Its staff is divided into two boards: the Editorial Board, which takes charge of the purely editorial phase of the publication, and the Business Board, which has charge of subscriptions, circulation, and advertisements. Positions on either board are obtained by competition. The work done in the competition for the Editorial Board is reporting, together with certain assigned tasks. The type of work in the business competition consists of obtaining advertisements and subscriptions, and in taking charge of the mailing lists.

The Phillipian offers excellent opportunities for students who show aptitude either for business or for writing, and broadens the scope of one's school life. Many undergraduates interested in journalism and good writing find it a very satisfactory activity.

The Pot Pourri

The Pot Pourri is the Academy year book, published at the end of each school year. The book serves to document important events at Andover and stands as the official record of each year. It contains pictures of all the seniors, faculty and extra-curricular organizations, and also seeks to display the more intangible aspects of P.A. that face the student in everyday life.

The staff is usually divided into two boards: Business and Photography, but these breakdowns are merely tentative and each staff is encouraged to select the system which works best for it.

For anyone with the desire to learn the intricacies involved in a major publication, the *Pot Pourri* is a worthwhile activity.

The Mirror

The Mirror, founded in 1854, is the undergraduate magazine which is published at least three times a year. Positions on the literary and art boards offer the stimulating experience that goes with the publication of a magazine.

The Caucus

The Caucus is published three times a year by the members of the Afro-Latin-American Society; however, contributors are not necessarily limited to those within the Society. Its contents include factual and opinionated articles, poems, photos and drawings.

Though many of the staff positions are filled each Spring term, *The Caucus* welcomes new faces and new ideas.

The Caucus serves as a vital outlet of the Society in that it includes work that might not otherwise be voiced through other school publications. Thus, the outside world becomes more aware of the minority and their experience here on the Phillips Academy campus.

The Broadcast

The student broadcast station (WPAA), with studios in the basement of Evans Hall, broadcasts music, talks, panel discussions, news of campus activities, and other material of interest to the school community. It provides students with an opportunity to learn about the equipment used in broadcasting and about the problems of programming.

School Service Organizations

Social Functions Committee

Social Functions are planned by students in collaboration with Cluster committees working with Mr. Victor Svec, Coordinator of Social Activities.

The Blue Key

The Blue Key, organized in 1954, is a group of upperclass students whose function it is to welcome new students and others to the campus. They serve as advisors to new students in all four classes, primarily to make them feel at home at Andover and settle into their new life easily.

Afro-Latino-American Society

Founded in the Fall of 1967, the Afro-American Society exists to serve the needs of the Black student at Andover and to increase communications between Black students and the school community in general. The Society operates a Black Cultural Center, which includes a library of Black history and literature, and which serves as a headquarters for its many activities, such as orientation, tutoring, and general assistance for new Black Students, and lectures, seminars and panel discussions, open to all students.

In 1973 the society changed its name to the Afro-Latino-American Society, invited Spanish speaking students to join, and modified its program to fit the needs of these new members.

Other Organizations and Activities

The Community Service Program

The Community Service Program arranges opportunities for service off campus in Andover and in urban Lawrence. In recent years students tutored in Andover elementary and Junior High schools, assisted at the town center for the elderly, worked as hospital volunteers, led a group at the YWCA, helped in a residence program and a day-school program for emotionally disturbed children, tutored and provided other assistance and skills in an inner city elementary school, brought forth graders from South Lawrence to the campus weekly. Many students volunteer a portion of their own free time for such service activities; students may also work out a service project with the Director of Community Service for one term as an activity in place of athletics; Uppers and Seniors may be able to arrange a service activity as an Independent Project in place of a course.

All interested students are urged to consult with The Director of Community Services, Mr. J. Philip Zaeder.

The Student-Alumni Association

The Student-Alumni Association is a service organization of 150 students and over 300 Alumni volunteers. Members represent all 50 states and many foreign countries. The students serve in the Admissions Office as guides hosting visitors to the PA campus. They also work closely with Alumni Representatives in their home areas keeping them in touch with Andover today. Membership includes all classes and is competitive.

The Abbot Academy Association

The Abbot Academy Association was organized in 1973 upon the incorporation of Abbot Academy into Phillips Academy in order to fund extracurricular and experimental programs at Phillips Academy. The Dean of Studies administers a fund provided by the Abbot Academy Association to be used for student initiated projects.

The Philomathean Society

The Philomathean Society is the school club devoted to discussion and debate. Membership is open to all who are interested in any form of public speaking or the discussion of ideas. Questions of national, international, and school policy are debated.

During the Fall term, special classes in debating technique may be held for the benefit of novices. At the end of the year, prizes are given for the best debating.

Student Programs and Opportunities

Students interested in summer work, study or travel opportunities should see Ms. Thiras, who will handle the contact or refer the student to the proper persons as follows: The SUMOP (Summer Opportunities) Office managed by students, offers information on summer job opportunities.

Summer travel, study and homestay opportunities abroad are posted on the bulletin board in the lower hall (near the new darkrooms) of George Washington Hall, and in the main lobby of Samuel Phillips Hall. Students should see Mr. Samuel Anderson for details about foreign programs.

Information concerning domestic travel, study and other Summer opportunities is available in the Office of the Dean of Residence. Any study for credit should be cleared in advance with the Dean of Studies.

Activities and Clubs

Andover sponsors a large variety of activities, many of them organized as clubs. Students should watch the Daily Bulletin for announcements of meetings. Students may organize a new activity, but the activity must register with the Dean of Residence and must have a Faculty Advisor.

Since the Activities budget is determined in the spring, new activities should not expect to receive funds in their first year. However, the Dean of Studies may be able to assist new clubs through the Abbot Academy Association Small Grants Fund. A full list of the more than fifty clubs and activities and their student officers is posted around the campus during orientation in the fall.

Activities Budgeting

Business Managers of all clubs meet with Mr. Baleyko, Assistant to the Comptroller, in the fall to be instructed in how to manage a budget. It is extremely important that any funds solicited from the public and monies collected from doughnut sales be accounted for accurately and deposited promptly in the Treasurer's Office. No solicitation drives of persons or firms outside the Academy may be carried out without the explicit approval of the Faculty Advisor. Any solicitation to cover other than the cost of the publication involved must have the approval of the Secretary of the Academy, Mr. Stott.

The subscription price for publications must be set by the Board of the publication with the Faculty Advisor, and the subscription drive should be carried out early in the year. Subscriber lists should be kept carefully to be sure that every subscriber receives what he or she paid for.

Physical Education and Athletics

The Department of Physical Education and Athletics offers three kinds of activity: interscholastic athletics (Varsity and J.V. sports), intramural activities, and the physical education program. *Participation in the athletic program is compulsory.*

Interscholastic Athletics

The Varsity and J.V. sports program provides competition with other institutions. Schedules are arranged with independent and public school teams of a comparable strength and size, as well as with some college "B" Teams.

Intramural and Non-interscholastic Athletics

Students who are not members of a Varsity or J.V. athletic squad take part in the intramural athletic program, which is organized by Clusters, or in a program of coeducational non-interscholastic seasonal sports administered by the Department of Physical Education and Athletics.

Physical Education

The physical education program attempts to meet the needs of students by the testing and the development of individual physical aptitude in the areas of physical agility, survival swimming and body control through climbing.

All members of the Junior class and new Lower Middlers will be assigned to physical education classes five mornings a week for one term. This is a diploma requirement for these students. Students are graded on a pass-fail basis in this course. This physical education requirement does not excuse a student from participation in the regular afternoon athletic program.

Early upon arrival Juniors and new Lower are given physical aptitude and swimming tests. Low testers and non-swimmers are accordingly enrolled in special remedial classes which meet in the afternoon in place of the regular athletic requirement: Preliminary Athletic Training (PAT) classes for one term chosen by the participant, and swimming classes in the fall term.

Andover Athletic Association

The Andover Athletic Association is a student-faculty group composed of the captains and managers of varsity teams, the Undergraduate Chairman, the Undergraduate Secretary, and the Director of Athletics. Among other powers, the Athletic Association adopts and enforces regulations for the award and wearing of athletic insignia.

Andover Awards System

Members of varsity athletic teams may receive a Varsity A as may the manager of a varsity team who has satisfactorily discharged his or her duties. Normally, all awards are made by the coaches and captains of the respective teams. All awards are discretionary with the coach and captain, at all levels of competition; there are no automatic awards in the Andover Athletic System. Awards are effective only after approval by the Athletic Association.

Varsity A's may be worn only on blue or white long-sleeved pull-over sweaters centered in the horizontal plane on the front of the sweater. No insignia may be worn on the sweater with it except a P.A. Police arm band.

Managers

The managers of Varsity and J.V. teams serve a very important function. One manager per team, often with assistant

managers, is selected from those applying to the respective coach.

Captains

A list of team captains is posted each term throughout the school.

Group Activity Program

All Seniors, Upper Middlers and Lower Middlers may substitute an alternative group activity for one term of athletics during each of the last three years. Activities, led by faculty members who wish to share special interests with students, have included ceramics, community service, drama productions, music, photo field trips, and stage crew. Students sign up for Activities at Arena Day. (See also Community Service.)

P.A. Student Police

It is the duty of the P.A. Police to maintain order at athletic contests and to make themselves generally useful.

The Press Club

The Press Club was established in September of 1954. Membership in the organization is open to any student interested in athletic reporting and statistics. Operating directly under the auspices of the athletic department, its primary function is to insure adequate press coverage of Phillips Academy sports events throughout the year.

PROGRAM OF SPORTS

Fall Term

Girls

- Ballet
- Crew
- *Cross Country
- Cycling
- *Field Hockey
- Fitness
- Instructional Golf
- Instructional Squash
- Modern Dance
- Search and Rescue
- *Soccer
- Intramural Soccer
- Tennis
- *Volleyball

Boys

- Ballet
- Crew
- *Cross Country
- Cycling
- Fitness
- *Football
- Instructional Golf
- Modern Dance
- Search and Rescue
- *Soccer
- Intramural Soccer
- *Tennis

Winter Term

Girls

- Ballet
- *Basketball
- Intramural Basketball
- Fitness
- *Gymnastics
- *Hockey
- Modern Dance
- Paddle Tennis
- Search and Rescue
- *Skiing
- Recreational and
X-country Skiing
- *Squash
- *Swimming
- *Track

Girls

- Ballet
- *Crew
- Cycling
- Fitness
- *Golf
- *Lacrosse
- Modern Dance
- River Running
- Search and Rescue
- *Softball
- Intramural Softball
- *Tennis
- *Track

*interscholastic competition

Boys

- Ballet
- *Basketball
- Intramural Basketball
- Fitness
- *Gymnastics
- *Hockey
- Modern Dance
- Paddle Tennis
- Search and Rescue
- *Skiing
- Recreational and
X-country Skiing
- *Squash
- *Swimming
- *Track
- *Wrestling

Spring Term

Boys

- Ballet
- *Baseball
- *Crew
- Cycling
- Fitness
- *Golf
- Instructional Squash
- *Lacrosse
- Modern Dance
- River Running
- Search and Rescue
- Intramural Softball
- *Tennis
- *Track

School Services and Facilities

The Student Health Service

The medical care of students' injuries and illnesses is given at the Isham Infirmary, a small, modern, well-equipped infirmary. Isham Infirmary is open at all times, both day and night. Students are welcome at all times but except in the case of emergency they should not come to Isham Infirmary during a classroom period. Students with minor ailments should try to come during a free period between the hours of 8:00 A.M. and 5:00 P.M.

Facilities for dental care are also available at Isham Infirmary. The Student Health Service physicians are willing and able to give good advice, should the services of other specialists be desired. All out-of-town appointments for dental care with various medical or surgical specialists must be made through Isham Infirmary.

Appointments to see the Medical Director may be made through Isham Infirmary. The Medical Director urges that no student take any medication except as prescribed by a physician, and hopes that all students will consult him early about any illness, injury, emotional difficulty or cause of undue worry which may develop. All students should be encouraged to seek medical advice without hesitation.

The visiting of patients by students (two at a time) is always allowed with permission of the nurse on duty, weekdays: 11:00 A.M. - 2:00 P.M. and 6:00 P.M. - 7:30 P.M.; Sundays, 11:00 A.M. - 7:00 P.M. Students must adhere to Isham Infirmary rules, which were established in the best interest of all.

Counseling

Counseling services are available in Graham House.

Religion at Andover

In 1976 a residential and pluralistic team ministry was formed in which a Protestant minister, a Roman Catholic priest and a Rabbi cooperate both to symbolize and to serve the diverse religious needs of the community. Personal and private religious counseling is readily available and attendance at all worship services is voluntary. Roman Catholic and Protestant services are held each Sunday in the Sylvia Pratt Kemper Chapel at 9:45 A.M. and 11:00 A.M., respectively. On occasion ecumenical services are celebrated in the Cochran Chapel. Jewish services are conducted regularly on Friday evenings in the Kemper Chapel and special arrangements are made for Jewish students to celebrate their holy days.

Some students attend regularly one or other of the churches in Andover, such as the Christ Episcopal Church, the Christian Science Church, Free Congregational Church, Faith Lutheran Church, the Unitarian-Universalist Church, and the Mormon Church in Georgetown.

The Library

The Oliver Wendell Holmes Library was built in 1929; the James S. Copley Wing was added in 1960. The Library contains over 101,000 volumes and currently receives 260 newspapers and periodicals.

The use of the Library is free to all students of the Academy. The P.A. ID card is required for check-out of books. Each regulation of the Library is intended to insure for all the school community the same privileges and pleasures of using the Library. Practically all books circulate but bound volumes of periodicals, reference books in the Carver Room (left as you enter) and books in The Copley Wing circulate only overnight.

The stacks are open. The librarians are glad to help anyone find material in books or articles in magazines and should be consulted freely.

Suggestions for new books from faculty and students are welcome.

All books and periodicals removed from the Library must be signed out.

The Library is open daily from 8:00 A.M. until 9:30 P.M. On Saturday the Library closes at 6:00 P.M. and on Sunday it does not open until 2:30 P.M. The Copley Wing will be open additional hours.

Students may check books out at the Memorial Hall Library, Andover, but only on an interlibrary loan basis for which forms must be picked up at the Holmes Library beforehand.

The Record Library

The Record Library is located in the basement of Graves Hall. It is open during announced hours for free listening to fine recordings. Records from the collection may be borrowed for use by all members of the school community.

The Art Gallery

The Addison Gallery of American Art was established in 1931 in order that the students of Phillips Academy might become acquainted with the objects of art and craftsmanship of their own country. The gallery has a high rank among the smaller museums in the country, with a well-equipped building providing space for extensive loan exhibitions in addition to the permanent collections. These loan exhibitions vary widely in subject and period, and include foreign as well as native art.

The gallery is open the year round and free to the general public, as well as to the student body. While the gallery is closed on Mondays, its regular hours during the remainder of the week are: Tuesday through Saturday, 10:00 A.M. to 5:00 P.M.; Sunday, 2:30 P.M. to 5:00 P.M.

The Robert S. Peabody Foundation for Archaeology

The Robert S. Peabody Foundation for Archaeology was founded in 1901 by Robert Singleton Peabody. Mr. Peabody's primary purpose in establishing the Foundation was to create an institution devoted to archaeological research. Since its creation, the Foundation has sponsored archaeological research in the northeastern United States and eastern Canada, the northwestern, southeastern and southwestern United States, the Yukon Territory, Mexico, and Peru. Currently, the Foundation is continuing its research in Mexico and Peru.

Reports on the results of its research are published by the Foundation. In addition to their research activities, the staff of the Foundation teaches an elective course in archaeology open to students of Phillips Academy.

The Foundation maintains a museum devoted to archaeology and anthropology which is open to the public free of charge Monday through Friday from 8:30 A.M. until 4:15 P.M. The museum is closed on weekends and major holidays.

Treasurer's Office

The Treasurer's Office maintains facilities for banking of students' personal money, with a separate account being kept for each student. *Students should not keep large amounts of cash in their possession or in their rooms.* The Treasurer's Office is open for student banking from 8:45 A.M. to 12:30 P.M., Monday through Friday.

Book Loan Service

The Book Service is located in the basement of Morse Hall, where procedures, fees, and hours are posted.

Students, faculty and other members of the community donate texts, books and magazines, which in turn are borrowed by users. Interested cluster representatives help the director coordinate donations and operations. Certain materials are returnable under penalty of deduction from the student's general breakage deposit.

School Meeting Facilities

Permission to use school facilities for meetings and other group activities must be applied for in advance in order to assure availability of the facilities desired. For use of the Log Cabin, Underwood Room, White Auditorium, Faculty Room, Green Room and Cooley House students should register with Ms. Patricia Platt in the Office of the Dean of Residence. For the use of any of the athletic facilities clearance must be obtained at the gymnasium office. Use of the William Kemper Room must be cleared with Ms. Ann Royce in the Audio Visual Office.

Lost and Found

A Lost and Found Department is maintained in the Office of the Dean of Residence where students may retrieve books, articles of clothing and other items of value picked up in school buildings.

Business Opportunities

Students wanting part-time occasional work for pay should register in the Office of the Dean of Residence.

No student may act as an agent for any business without the express permission of the Student Business Board. Application forms for such permission may be obtained in the Office of the Dean of Residence. Any salesman who appears on campus should be reported to the Dean of Residence.

School Post Office

The school maintains its own post office, located in the basement of George Washington Hall, which serves as a distribution center for all incoming mail and for school notices to individual students. Students should check mailboxes daily as they will be held responsible for responding promptly to notices placed in mailboxes.

Daily Bulletin

Each weekday a bulletin of Official Notices is published in the Office of the Dean of Residence. This bulletin also contains activity and club notices. Copy for this bulletin is due in the Office of the Dean of Residence by 9:00 A.M. The bulletin will be posted on campus bulletin boards by 11:00 A.M. Students are completely responsible for the contents of this bulletin by 1:30 P.M.

Official Notices

Students are responsible for responding to all official notices sent them, whether they are placed in mailboxes or delivered to class or dormitory.

The Andover Inn

Although the Inn is part of the campus, it should be kept in mind that the Andover Inn is open to the general public. The management, therefore, determines what dress and behavior are appropriate for students patronizing this facility.

Students should not loiter in the lobby. The same smoking rules are in effect as on other parts of the campus; thus students may not smoke in the Andover Inn.

Non-Discrimination Policy

Phillips Academy admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

SCHOOL HOURS

Offices in George Washington Hall

The offices in George Washington Hall are open from 8:30 a.m. to 4:30 p.m. Monday through Friday and on Saturday morning by appointment. Students are expected to transact business in the Treasurer's Office between 8:45 a.m. and 12:30 p.m. Monday through Friday.

Commons Meals

Breakfast: 7:15 to 8:15 — Monday through Saturday
8:15 to 9:00 Continental Breakfast (except Thursday of a 6 day week and Saturday of a 5 day week when breakfast is served from 8:00 to 9:00)
10:00 to 12:00 Sunday Brunch
Lunch: 12:20 to 1:20 Monday through Friday
11:45 to 12:30 Saturday
Dinner: 5:30 to 6:20 Daily

Oliver Wendell Holmes Library

Weekdays 8 a.m. to 9:30 p.m.
Saturdays 6-day week 8:00 a.m. to 6:00 p.m.
5-day week 9:00 a.m. to 6:00 p.m.
Sundays 2:30 p.m. to 9:30 p.m.

Dormitory Sign-in Times

Sunday
through Friday 8:00 p.m. for underclass students
(may sign out until 10:00 p.m.)
10:00 p.m. for seniors
Saturday 11:30 for everyone

Language Laboratory

Open all hours when classes are in session and evenings (except Saturdays) from 7:00 - 9:00 p.m.

Arrivals and Departures

It is important that students arrive on dates specified on the School Calendar. Students arriving earlier cannot ordinarily be accommodated, and *never* without prior arrangement and permission from their Cluster Deans; students arriving late without similar advance clearance risk disciplinary action.

Parents should understand that the Academy is not equipped to board students during the Christmas, March, and Summer Vacations and that students are therefore expected to vacate their rooms promptly at the conclusion of each term.

Reservations for traveling should be procured for dates no later than those on which examinations end, as specified on the School Calendar.

Because of space and service limitations as well as a tradition of making Commencement a special occasion for seniors, faculty members and parents, underclassmen are not ordinarily permitted to remain at school to attend Commencement Exercises.

CALENDAR — 1981 - 1982

Sept. 8-11	Tues.-Fri.	New Faculty Orientation
9	Wed.	Varsity Teams return, as invited
9	Wed.	Faculty return by evening
9-11	Wed.-Fri.	Student Leadership Conference
10	Thurs.	Faculty Meetings, as scheduled
10-11	Thurs.-Fri.	Student Study Skills Workshop
13	Sun.	New Students Arrive and Register
15	Tues.	Old Students Return and Register
16	Wed.	Arena Day (12:30-5:30 P.M.)
17	Thurs.	Classes Begin
19	Sat.	Installation of the Headmaster
Oct.		
15-17	Thurs.-Sat.	Alumni Council Meetings
23	Fri.	Mid-Term Academic Review
27	Tues.	PSAT/NMSQT Test
27	Tues.	Cluster Academic Review Meetings, 6:45 P.M.
30	Fri.	Academy Orchestra Concert, 8 P.M.
30-31	Fri.-Sat.	Play - GW
Oct. 30-	Fri.-Sun.	Parents' Weekend
Nov. 1		(All Parents)
1	Sun.	Sacred Music Concert
2	Mon.	No Classes
6-7	Fri.-Sat.	Trustees Meeting
7	Sat.	College Board Examinations - SAT/ACH
14	Sat.	Andover-Exeter Football
18	Wed.	Winter Trimester Arena Day
20-21	Fri.-Sat.	Drama Production - GW
25	Wed.	Thanksgiving Break Begins, 12:50 P.M.
30	Mon.	Thanksgiving Break Ends, 8 P.M.
Dec. 5	Sat.	College Board Examinations - SAT/ACH
6	Sun.	Christmas Lessons and Carols Service
7	Mon.	Classes End 12:50 P.M. (Wed. Schedule)
8	Tues.	Fall Trimester Examinations Begin, 1:30 P.M.
12	Sat.	Fall Trimester Examinations End, 12 Noon
12	Sat.	Christmas Vacation Begins, 12 Noon
16	Wed.	Fall Trimester Academic Review Meeting, 9 A.M.
Jan. 4	Mon.	Winter Vacation Ends, 8 P.M.
5	Tues.	Winter Trimester Classes Begin
22-23	Fri.-Sat.	Trustees Meetings
23	Sat.	College Board Examinations - SAT/ACH
Feb. 5	Fri.	Mid-Term Academic Review
8	Mon.	Mid-Winter Holiday (No Classes)
25	Thurs.	Spring Trimester Arena Day
26-27	Fri.-Sat.	Shakespeare Play - 'As You Like It' - GW

Mar. 5-6	Fri.-Sat.	Andover Touring Company Play
6	Sat.	Andover-Exeter Athletic Contests
9	Tues.	Classes End, 12:50 P.M. (Wednesday Schedule)
10	Wed.	Winter Trimester Examinations Begin, 8 A.M.
13	Sat.	Winter Trimester Examinations End, 12 Noon
13	Sat.	Spring Vacation Begins, 12 Noon
17	Wed.	Winter Trimester Academic Review Meeting, 9 A.M.
30	Tues.	Spring Vacation Ends, 8 P.M.
31	Wed.	Spring Trimester Classes Begin
Apr. 16-17	Fri.-Sat.	Manchester Grammar School Play
24	Sat.	Dance Recital, 7 P.M. - GW
25	Sun.	Dance Recital, 2 P.M. - GW
30	Fri.	Mid-Term Academic Review
May 1	Sat.	College Board Examinations - SAT/ACH
14-15	Fri.-Sat.	Trustees Meetings
14-15	Fri.-Sat.	Spring Musical - GW
17-21	Mon.-Fri.	College Advanced Placement Examinations
22	Sat.	Senior Prom
23	Sun.	Senior-Faculty Dinner
29	Sat.	Andover-Exeter Athletic Contests
31	Mon.	Classes End (Regular Monday Schedule)
June 1	Tues.	Unscheduled Day
2	Wed.	Spring Trimester Examinations Begin, 8 A.M.
5	Sat.	Spring Trimester Examinations End, 12 Noon
5	Sat.	Senior Academic Review Meeting, 3 P.M.
6	Sun.	Commencement
10	Thurs.	Spring Trimester Academic Review Meeting, 9 A.M.
11-13	Fri.-Sun.	Alumni Reunions
July 1	Thurs.	Summer Session Begins
Aug. 12	Thurs.	Summer Session Ends

5-day weeks (Saturdays with no classes)

Sept. 19; Oct. 3, 17, 31; Nov. 7, 21; Dec. 5, (12).

Jan. 9, 23; Feb. 6, 20; Mar. 6, (13)

Apr. 3, 17; May 1, 15, 29; (June 5)

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ARCHAEOLOGY (pro tem).....	Donald W. McNemar
ART.....	John K. McMurray
ATHLETICS AND PHYSICAL EDUCATION.....	Joseph B. Wennik
CLASSICS.....	Nicholas V. Kip
ENGLISH.....	K. Kelly Wise
HISTORY AND SOCIAL SCIENCES.....	Thomas T. Lyons
MATHEMATICS.....	J. Richard Lux
DIVISION OF MODERN LANGUAGES.....	Vincent Pascucci
FRENCH DEPARTMENT.....	Catherine J. Kirkland
GERMAN DEPARTMENT.....	John P. Chivers
RUSSIAN DEPARTMENT.....	Georges N. Krivobok
SPANISH DEPARTMENT.....	Angel Rubio
MUSIC.....	William E. Thomas
PHILOSOPHY AND RELIGIOUS STUDIES.....	Vincent B. J. Avery
PSYCHOLOGY.....	Alexandra Kubler-Merrill
DIVISION OF SCIENCE.....	Peter Q. McKee
BIOLOGY DEPARTMENT.....	Thomas R. Hamilton
CHEMISTRY DEPARTMENT.....	Philip Brownlie Weld
PHYSICS DEPARTMENT.....	Peter Q. McKee
THEATER AND DANCE.....	Frank E. Bellizia

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ASSOCIATE HEADMASTER	Peter Q. McKee
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DEAN OF RESIDENCE	David O. Cobb
CLERK OF THE FACULTY	William F. Graham
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DEAN OF FLAGSTAFF CLUSTER	Sylvia L. Thayer
DEAN OF PINE KNOLL CLUSTER	Stephen A. Carter
DEAN OF RABBIT POND CLUSTER	Wendy Richards
DEAN OF WEST QUAD NORTH CLUSTER	James R. Wilson
DEAN OF WEST QUAD SOUTH CLUSTER	Jonathan A. Stableford
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REGISTRAR	Herbert H. Morton, III
SCHEDULING OFFICER	David A. Penner
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DIRECTOR OF THE WORK PROGRAM	Marjorie A. Harrison
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DIRECTOR OF PHYSICAL PLANT	Bruce Crawford
BUSINESS MANAGER	George A. Neilson
COMPTROLLER	Donald H. Bade
DIRECTOR OF ENERGY CONSERVATION	John G. Tomlinson
DIRECTOR OF ANDOVER EVENING STUDIES PROGRAM	Elizabeth Washburn

Dormitory Telephone Numbers

Abbey House		475-9800
Adams Hall		475-9845
Bancroft Hall	(2nd)	475-9850
	(3rd)	475-9858
Bartlet Hall	(North)	475-9866
	(South)	475-9804
Bishop Hall	(North)	475-9831
	(South)	475-9806
Burt House		475-5174
Chapin House		475-9745
Clement House		475-9778
Cooley House		475-9781
Day Hall	(North)	475-9836
Double Brick House		475-9744
Eaton Cottage		475-9762
Foxcroft Hall	(North)	475-9711
	(South)	475-9892
Fuess House		475-9746
Nathan Hale House	(East)	475-9776
	(West)	475-9788
Hall House		475-9874
Isham North		475-9741
Johnson Hall	(North)	475-9840
	(South)	475-9809
Paul Revere Hall	(North)	475-9898
	(South)	475-9827
Pemberton Cottage		475-9735
Rockwell Hall		475-9826
Stearns House		475-9757
Abbot Stevens House	(East)	475-9867
	(West)	475-9846
E.H. Stuart House		475-9614
	or	475-9663
Taylor House	(East)	475-9872
	(West)	475-9777
Williams Hall		475-9817
	or	475-9662

INDEX

Abbot Academy Association	32
Academic Advisors	21
Academic Procedures	17
Academic Restriction	17
Activities and Organizations	26
Activities Program (in lieu of athletics)	36
Addison Gallery of American Art	40
Administrative Officers	48
Afro-Latino-American Society	31
Andover Inn	42
Athletic and Physical Education Program	34
Attendance at class and other required appointments	19
Bicycles	8
Blue Key	31
Book Loan Service	41
Business Enterprises for Students	42
Calendar for School Year	45
Censure	12
Clubs	27
Cluster Deans	15,48
Cluster Organization and Philosophy	15
Community Service Program	32
Cum Laude Society	24
Daily Bulletin and other official notices	42
Discipline	10-14
Dismissal from the Academy	13,14,17
Dormitory Rules and Regulations	15
Effort in Academics	17-18
Excuses	7,8,20
Facilities for Group Meetings	41
General Warning	17-18
Grading system	19
Guests in Dormitories Overnight	9
Health Service (Isham Infirmary)	38
Honor Roll	20
Hours, Office and School	43
House Counselors	15
Libraries	39-40
Lost and Found	42
Major Disciplinary Offenses	9
Medical Excuses	20
Motor Vehicles	8
National Network of Complementary Schools	23

No Excuse	17
Non-Discrimination Policy	43
Performing Arts (Theatre, Dance)	27
Permissions, Off Campus	7
Pets	9
Philomathean Society	33
Post Office	42
Probation	12
Publications, Student	29
Red Flags and "On Report"	18
Religion and Religious Services	39
Restriction	12
Room Visiting Between the Sexes	6
Safety and Fire Regulations	6,7,8,9
School Governance	14
School Year Abroad	22
Senior Projects	22
Short Term Institutes	23
Sign-in at Dormitory Procedure	7
Smoking Regulations	6
Social Functions	31
Student-Alumni Association	32
Telephone Numbers (Dormitories and Isham Emergency)	49
Transfer or Dropping a Course	21
Treasurer's Office	41
Tutoring Bureau	25
Washington Intern Program	24
Winter Term in France	24
Winter Term in Mexico	24
Work Program	26
WPAA-FM	31
Year End Review	13

School Limits
PHILLIPS ACADEMY
ANDOVER, MASS.

The unshaded area of the large map represents the *school bounds*.

The unshaded area of the map below represents the *campus bounds*.





